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4 December 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 4 December 1953

1. General

2. Staff Items of Interest

b. Standard Briefing Aid - (new item)

A visual aid has been developed to assist in the briefing of Agency personnel. The purpose of this aid is to assure complete coverage of the functions and the position of the Logistics Office in relation to other components of the Agency.

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c. Community Chest Drive - (continued item)

Contributions from the Logistics Office now total \$1,938.96 with 87% of all Logistics Office personnel participating.

3. Administration

a. Agency Regulations - (continued item)

4. Transportation Division

a. Operational Statistics, Week Ending 3 December 1953 - (continued item)

- (1) Tonnage Moved - 69 tons (out of town)
- (2) Truck Mileage - 6,714 miles
- (3) Total Air Shipments - 6
- (4) Total Surface Shipments - 42

5. Supply Division

a. Financial and Property Accounting Handbook - (continued item)

The Financial and Property Accounting Handbook has been completed in draft form and is presently being reviewed for appropriate comments by cognizant offices. It is anticipated that this Handbook will be forwarded to the Regulations Control Staff in the near future.

b. Establishment of Vehicle Tables-of-Allowances - (continued item)

The [] vehicle inventory is in the process of reconciliation with Headquarters records. This reconciliation should be completed in two weeks, and at this time action will be taken to establish vehicle Table Allowances for all stations and projects under the jurisdiction of []

6. Procurement Division

a. Price Increase Request (new item)

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the Logistics Office to discuss the reasonableness of this request and action to be taken.

b. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor	Commodity & Quantity	Dollar Value
	200 ea. Antenna Kits	\$19,570
	100,000 ea balloons	170,000

(2) Requisitions - By Division Branch

	Special Purch.	Military Purch.	Contract	Purchase Order	Total
Brought Fwd.	7	3	103	281	399
Received	40	10	18	115	183
Completed	41	9	16	130	196
Pending	6	4	110	266	386
Amt.Oblig. \$13,472.20 \$ 1,154.49 \$240,820.00 \$43,716.94 \$299,163.63					

7. Real Estate and Construction Division

a. Projects

FAIS, West Coast Bureau, Santa Rosa, California - (continued item)
The building construction at FAIS has been delayed because of slow delivery of construction items. A letter is being forwarded to the contractor in an effort to expedite the delivery of the items required to proceed with construction.

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[Redacted]
Acting Chief of Logistics

LO/SS [Redacted] (4 Dec 1953)

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